

BROOKINGS COUNTY COMMISSION MEETING

Tuesday, October 18, 2005

The Brookings County Board of County Commissioners met in regular session on Tuesday, October 18, 2005, with the following members present: Dennis Falken, Mary Negstad, Donald Larson, Deanna Santema, and Emil Klavetter. Also present: Stephanie Vogel, Wm. Mark Kratochvil, Kelly Bakken, Ted Eggebraaten, Robert Hill, Martin Stanwick, Jim Hagedorn, Nancy Schade, Brian Eclov and John Kubal.

CALL TO ORDER

Chairperson Falken called the meeting to order.

EXECUTIVE SESSION

Motion by Klavetter, seconded by Larson, to enter into executive session at 8:04am. Roll Call Vote: Larson "Aye," Negstad "Aye," Klavetter "Aye," Falken "Aye." Motion passes. Chairperson Falken declared executive session over at 8:36am. Reason - Legal Matters. No action at this time.

CONSENT AGENDA

Chairperson Falken declared the Consent Agenda approved as amended with no objection from the board.

The Consent Agenda consisted of the agenda for the October 18, 2005 Commission Meeting, and the minutes from the October 11, 2005 Commission Meeting.

Welfare Matters: Case # 05-125 for hospital was denied; Case # 05-139 for hospital was denied; Case # 05-138 for hospital was denied; Case # 05-157 for utilities was approved; Case # 05-155 for rent was approved; Case # 05-158 for rent was approved; Case # 05-159 for motel room was approved.

Travel/Education: Robert Hill to go to Emmitsburg, MD on December 9-16, 2005 to attend the E194 Managing Floodplain Development. Ben Quam, Jo Fix, Amber Nogelmeier, Amber Stroschein, Andrew Harmon, Charles Umberger, and Angie Becker to go to Huron, SD on October 17, 2005 to attend the Suicide Prevention in Custody Training Class. Martin Stanwick to go to Yankton, SD on October 26-28, 2005 to attend the South Dakota Sheriff's Fall Conference. Martin Stanwick, Steve Tietjen, and Scott Sebring to go to Sioux Falls, SD on November 8-9, 2005 to attend the Court Room Security Program. Michael Stoltenburg to go to Lemmon, SD on October 18-19, 2005 to attend the Crime Scene Investigation Program. Bart Sweebe, Robert Olson, Jo Fix, and Nikki Chapman to go to Pierre, SD on November 8-10, 2005 to attend the Jail Administrator and Senior Jail Staff Training.

ROUTINE BUSINESS

Deputy Auditor, Kelly Bakken presented the board with the Auditor's Report.

Be it noted, the Highway transfers for the month of September 2005, \$8,398.60 was transferred for expenditures to increase the Highway budget due to work performed and supplies furnished for various non-highway departments.

Be it noted, Register of Deeds statement of fees was filed in the County Auditor's Office collected for the month of September 2005 in the amount of \$21,516.00.

Be it noted, the September 30, 2005 General Fund Surplus Analysis was presented to the board.

GENERAL FUND SURPLUS ANALYSIS

The amount of General Fund dollars that counties can retain as surplus is restricted by SDCL 7-21-18.1 which states: "The total unreserved, undesignated fund balance of the general fund may not exceed forty percent of the total amount of all general fund appropriations contained in the budget for the next fiscal year. The total unreserved, undesignated fund balance of the general fund of the county as of March thirty-first and September thirtieth shall be published in the minutes of the proceedings of the board of county Commissioners and reported to the Department of Legislative Audit. The report shall be on forms prescribed by the Department of Legislative Audit."

The following analysis should be completed as of March thirty-first and September thirtieth of each year. Thereafter, the unreserved, undesignated fund balance amount should be published in the minutes of the governing board. This analysis should also be filed with the Department of Legislative Audit.

Brookings County

September 30, 2005

ASSETS:

10100	Cash	2,887,865.24
10200	Cash Change	345.00
10300	Petty Cash	400.00
10400	Interest Bearing Accounts	
10500	Savings Certificates	
10700	Restricted Cash in Banks	15,123.92
10800	Taxes Receivable—Current	2,807,585.74
10900	Estimated Uncollectible Taxes Receivable--Current	
11000	Taxes Receivable—Delinquent	31,391.09
11100	Estimated Uncollectible Taxes Receivable--Delinquent	
11400	Judgment Receivable	
11700	Accounts Receivable	
11800	Estimated Uncollectible Accounts Receivable	
12800	Notes Receivable	
13100	Due from Other fund	
13200	Due from Other Government	
13300	Advance to Other Fund	
13500	Interest Receivable	
14100	Inventory of Supplies	
15100	Investments	

TOTAL ASSETS	<u><u>5,742,710.99</u></u>
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GENERAL FUND SURPLUS ANALYSIS

LIABILITIES AND EQUITY:		
20100	Claims Payable	<u>46,649.17</u>
20200	Accounts Payable	
20800	Due to Other Funds	
20900	Due to Other Governments	
21600	Accrued Wages Payable	
21700	Payroll Withholding Payable	
22300	Revenues Collected in Advance	
22400	Deferred Revenue	<u>2,838,976.83</u>

FUND BALANCES:		
27102	Reserved for Inventory	
27103	Reserved for Advance to Other Funds	
27199	Reserved for Other Purposes (Specify)	
27201	Designated for Next Year's Appropriations (one of the following) March - 3/4 of the current year September - 1/4 of current year + subsequent year December - subsequent year	<u>78,078.00</u>
27202	Designated for Other Purposes (Specify) Elections	<u>15,123.92</u>
27203	Designated for Capital Outlay Accumulations	
27209	Undesignated	<u>2,763,883.07</u>

TOTAL LIABILITIES AND EQUITY	<u><u>5,742,710.99</u></u>
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Following Year General Fund Budget (use current year for March analysis)	<u>7,042,381.00</u>
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The unreserved, undesignated fund balance, account 27209, divided by the following year General Fund budget resulting in the fund balance percentage	<u>39.25%</u>
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Motion by Negstad, seconded by Klavetter, to approve the following Automatic Supplement for unanticipated expenses incurred and reimbursement made to Brookings County. Department: Zoning and Drainage; Amount: \$291.82; Reason: Special Zoning Meeting Fees; Receipt # 93356: Line #10100X4270711. Roll Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

REGULAR BUSINESS

Motion by Santema, seconded by Negstad, to declare the following property surplus property according to SDCL 6-13, to be disposed of according to SDCL 6-5-2 transfer to another Political Subdivision: Lots Thirteen (13), Fourteen (14), Fifteen (15), Sixteen (16), Seventeen (17) and Eighteen (18) in Block Thirteen (13) of Blocks Nine to Fourteen (9-14) inclusive to the town of Bruce, Brookings County, South Dakota and Lot Four (4), Lot Five (5), Lot Six (6), and Lot Seven (7) in Block Eleven (11) of the Original Plat to the Town of Bruce, Brookings County, South Dakota, also described as: Lot Four (4), Lot Five (5), Lot Six (6), and Lot Seven (7) in Block Eleven (11) in the Subdivision entitled Block Nine (9) to Fourteen (14) inclusive to the Town of Bruce, Brookings County, South Dakota. Roll Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye." Motion passes.

Motion by Klavetter, seconded by Larson, to approve and authorize Chairperson Falken to sign Resolution # 05-47 a Resolution Authorizing the Gratuitous Transfer of Real Property to the Town of Bruce. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes.

RESOLUTION # 05-47

A RESOLUTION AUTHORIZING THE GRATUITOUS TRANSFER OF REAL PROPERTY TO THE TOWN OF BRUCE

WHEREAS, Brookings County owns the following real property:

Lots Thirteen (13), Fourteen (14), Fifteen (15), Sixteen (16),
Seventeen (17) and Eighteen (18) in Block Thirteen (13) of
Blocks Nine to Fourteen (9-14) inclusive to the town of
Bruce, Brookings County, South Dakota.

WHEREAS, such real property was acquired by Tax Deed dated July 8, 1991, filed July 8, 1991, and recorded in Book 116 of Deeds, page 847, in the office of the Brookings County Register of Deeds.

WHEREAS, the Town of Bruce has indicated an interest in such real property, and

WHEREAS, it appears advisable and in the best interests of the public to convey such real property to the Town of Bruce pursuant to SDCL 6-5-2 and 6-5-3.

THEREFORE, BE IT RESOLVED, by the Brookings County Board of County Commissioners, that the following described real property be gratuitously conveyed and transferred to the Town of Bruce, South Dakota.

Lots Thirteen (13), Fourteen (14), Fifteen (15), Sixteen (16),
Seventeen (17) and Eighteen (18) in Block Thirteen (13) of
Blocks Nine to Fourteen (9-14) inclusive to the town of
Bruce, Brookings County, South Dakota.

and the Chairperson of the Board of County Commissioners is authorized to execute a Quit Claim Deed to the Town of Bruce to complete such transfer.

Adopted this 18th day of October, 2005.

Chairperson, Brookings County
Board of County Commissioners

ATTEST:

Brookings County Auditor

Motion by Larson, seconded by Negstad, to approve and authorize Chairperson Falken to sign Resolution # 05-48 a Resolution Authorizing the Gratuitous Transfer of Real Property to the Town of Bruce. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes.

RESOLUTION #05-48

A RESOLUTION AUTHORIZING THE GRATUITOUS TRANSFER OF REAL PROPERTY TO THE TOWN OF BRUCE

WHEREAS, Brookings County owns the following real property:

Lot Four (4), Lot Five (5), Lot Six (6), and Lot Seven (7)
in Block Eleven (11) of the Original Plat to the Town of
Bruce, Brookings County, South Dakota, also described as:
Lot Four (4), Lot Five (5), Lot Six (6), and Lot Seven (7) in
Block Eleven (11) in the Subdivision entitled Block Nine (9)
to Fourteen (14) inclusive to the Town of Bruce, Brookings
County, South Dakota.

WHEREAS, such real property was acquired by Tax Deed dated March 8, 2005, filed March 8, 2005, and recorded in Book 139 of Deeds, page 219, in the office of the Brookings County Register of Deeds.

WHEREAS, the Town of Bruce has indicated an interest in such real property, and

WHEREAS, it appears advisable and in the best interests of the public to convey such real property to the Town of Bruce pursuant to SDCL 6-5-2 and 6-5-3.

THEREFORE, BE IT RESOLVED, by the Brookings County Board of County Commissioners, that the following described real property be gratuitously conveyed and transferred to the Town of Bruce, South Dakota.

Lot Four (4), Lot Five (5), Lot Six (6), and Lot Seven (7)
in Block Eleven (11) of the Original Plat to the Town of
Bruce, Brookings County, South Dakota, also described as:
Lot Four (4), Lot Five (5), Lot Six (6), and Lot Seven (7) in
Block Eleven (11) in the Subdivision entitled Block Nine (9)
to Fourteen (14) inclusive to the Town of Bruce, Brookings
County, South Dakota.

and the Chairperson of the Board of County Commissioners is authorized to execute a Quit Claim Deed to the Town of Bruce to complete such transfer.

Adopted this 18th day of October, 2005.

Chairperson, Brookings County
Board of County Commissioners

ATTEST:

Brookings County Auditor

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss Personnel Matters, the Generator and Transfer Switch Specifications and Options, the CERT Volunteer Roster, the Department of Energy update, Correspondence, and Invitations.

Be it noted, it was the consensus of the board to proceed with bid process for the Generator Options # 2 Sheriff's Office and Courthouse (2 Generators) and # 3 Sheriff's Office and Courthouse (1 Generator.)

Be it noted, the board approved the Current Roster of Active Members (listed for liability purposes) of the Brookings County Community Emergency Response Team Program as follows: LeeAnn Anderson, Volga, SD; Cyndi Ault, Brookings, SD; Eugene Beckwith, Aurora, SD; Mary Ellen Berkner, Volga, SD; Cyndi Boltjes, Brookings, SD; Cathy Bolzer, Brookings, SD; Michael Borstad, Brookings, SD; Don Brose, Alcester, SD; Bruce Burrell, Brookings, SD; Richard Canaday, Brookings, SD; David Cutshall, Brookings, SD; Kirk Danielson, Brookings, SD; Barbara Dininger, Brookings, SD; Linda Donley, Brookings, SD; Joyce Dragseth, Nunda, SD; Allan Edmunds, Brookings, SD; Jean Engen, Brookings, SD; Mary Geise, Aurora, SD; Carol Glantz, Volga, SD; Connie Granbois, Brookings, SD; Darrell Granbois, Brookings, SD; Mark Halvorson, Brookings, SD; Sarita Hartmann, Brookings, SD; Robert Hill, Brookings, SD; Lawrence W.O. Holmes, Brookings, SD; Mary Helen Hopponen, Brookings, SD; Angela Jakobi, Estelline, SD; Andy Jones, Brookings, SD; Larry Klingbile, Brookings, SD; Doris Knutson, Volga, SD; Diane Kriese, Brookings, SD; Lori Krogman, Brookings, SD; Judy Kuhlman, Brookings, SD; Timothy Kuschel, White, SD; Richard Larsen, White, SD; Dawn McCarthy, Brookings, SD; Billi Jo Meyer, Aurora, SD; Melissa Mitchell, Aurora, SD; Dina Mittan, Toronto, SD; Wendy Olson, Aurora, SD; Kimberly Pederson, Brookings, SD; Joshua Petersen, White, SD; Diane Potthast, Aurora, SD; Lee Powers, Brookings, SD; Doug Raynie, Brookings, SD; Allison Richards, Brookings, SD; Donald Richards, Brookings, SD; Ruth Sapp, Volga, SD; Chuck Smith, Aurora, SD; Lisa Steenson, Brookings, SD; Jean Stoebner, Brookings, SD; Marjean Stohr, Brookings, SD; Robert Stohr, Brookings, SD; Jessica Stout, Brookings, SD; Kris Struwe, Brookings, SD; Barbara Telkamp, Brookings, SD; Roger Telkamp, Brookings, SD; Kris Thompson, Volga, SD; Jennifer Torgerson, Brookings, SD; Sandra Vernlund, Brookings, SD; Emma Volz, Brookings, SD; Mark Volz, Brookings, SD; and Brad Whaley, Brookings, SD.

Be it noted, the Board approved the following Personnel Action Notices: New Hire: Part-time Correctional Officer, Troy Marony @ \$11.82. Promotion: Charles Umberger from Part-time Correctional Officer to Full-time Correctional Officer.

Motion by Larson, seconded by Santema, that Brookings County is a cooperating agency in the Environmental Assessment Process for the Xcel Energy Buffalo Ridge to White 115-kV Transmission Line Project, as per the invite from the Department of Energy Western Area Power Administration. Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

GIS Technician, Jim Hagedorn met with the board to discuss a request for maps on a CD or DVD.

Highway Superintendent, Ted Eggebraaten met with the board to display a Highway map and discuss changes to the Federal Aid System.

PUBLIC HEARING

As scheduled, a public hearing was held at 9:30am for the Application of a Off-Sale Package Wine License. Chairperson Falken opened the Public Hearing and called for comments from both proponents and opponents. Nancy Schade of Schade' Vineyard met with the board to discuss the application and their proposed use of the license. Chairperson Falken closed the Public Hearing.

NOTICE OF HEARING UPON APPLICATIONS FOR SALE OF ALCOHOLIC BEVERAGES

NOTICE IS HEREBY GIVEN THAT the Board of County Commissioners in and for the County of Brookings, in the City of Brookings, South Dakota, on the 18th day of October, 2005, at the hour of 9:30 a.m., in the Commission Chambers of the Brookings County, will meet in regular session to consider the following application for Off –Sale Package Wine License to operate outside of the municipality for the 2005-2006 licensing period, which have been presented to the Board of County Commissioners and filed in the County Auditor's Office.

Schade' Vineyard

James and Nancy Schade
Off-Sale Package Wine License
SE 1/4, SE 1/4, SE 1/4, of Section 16, 110-51 Volga Township, Brookings County, South
Dakota.

NOTICE IS FURTHER GIVEN THAT any person, persons, or their attorney may appear and be heard at said scheduled public hearing who are interested in the approval or rejection of any such application.

Dated at Brookings, South Dakota, this 3rd day of October, 2005.

Janet Willmott, County Auditor

REGULAR BUSINESS

Motion by Negstad, seconded by Larson, to approve and authorize Chairperson Falken to sign the Uniform Alcoholic Beverage License Application, Off-Sale Package Wine License for James and Nancy Schade of Schade' Vineyard. Roll Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye." Motion passes.

COMMISSIONER'S OPEN DISCUSSION

Commissioner Santema reported on the RSVP Meeting.

Commissioner Klavetter discussed the General Fund Surplus Analysis.

Commissioner Falken reported on the Weed Board Meeting.

ADJOURNMENT

There being no further business, Chairperson Falken declared the meeting adjourned until Tuesday, October 25, 2005.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

Kelly Bakken
Deputy Auditor
Brookings County Auditor's Office